

## Reference Information Sheet

*Do not change the spatial structure of this form (i.e., borders, block size, etc) when completing text form fields. Maintain the form at one page in length.*

1a. Reference No.	1b. Complete Name of Reference (Government agency, commercial firm or other organization)		
2. Complete Address of Reference			
3. Contract Number or other control number		4. Date of contract	
5. Date work was begun		6. Date work was completed	
7. Contract type, initial contract price, estimated cost and fee, or target cost and profit or fee		8. Final amount invoiced or amount invoiced to date	
9a. Reference/Technical point of contact (name, title, address, telephone no. and email address)		9b. Reference/Contracting point of contact (name, title, address, telephone no. and email address)	
10. Location of work (country, state or province, county, city)			
11. Current status of contract (choose one): <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Work continuing, on schedule  <input type="checkbox"/> Work continuing, behind schedule  <input type="checkbox"/> Work completed, no further action pending or underway  <input type="checkbox"/> Work completed, routine administrative action pending or underway  <input type="checkbox"/> Work completed, claims negotiations pending or underway  <input type="checkbox"/> Work completed, litigation pending or underway         </div> <div style="width: 45%;"> <input type="checkbox"/> Terminated for Convenience  <input type="checkbox"/> Terminated for Default  <input type="checkbox"/> Other (explain)         </div> </div>			
12. Provide brief information describing the success of your firm in furthering the policy of the United States to maximize practicable opportunities for small business concerns, HUBZone small business concerns, small business concerns owned and controlled by socially and economically disadvantaged individuals, and small business concerns owned and controlled by women to participate in this contract.			
13. When contracting with firms described in part 12 above, describe what, if any, procedures your firm established to ensure timely payment of amounts due.			
15. Provide a summary description of contract work, not to exceed two pages in length. Describe the nature and scope of work, its relevancy to this contract, and a description of problems encountered and your corrective actions. Attach the explanation to this form.			